

**WEST VIRGINIA  
EQUAL EMPLOYMENT OPPORTUNITY OFFICE  
1900 Kanawha Boulevard East  
Building 5, Room A-125  
CHARLESTON, WV 25305  
DIRECTOR  
Tia Welch**

## **2020 ANNUAL REPORT**

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The Honorable Jim Justice  
Governor West Virginia State Capitol  
Charleston, West Virginia

January 1, 2021

Dear Governor Justice,

On behalf of the State of WV Equal Employment Opportunity Office, I am submitting this report covering the period from January 1, 2020, to December 31, 2021.

Your EEO Office has remained steadfast and committed to its mission this year amidst a global pandemic. Our EEO investigations caseload remains active with our agency continuously being requested to lead investigations and provide agency trainings.

The annual State of WV EEO Training Conference was cancelled due to the coronavirus pandemic. The last conference was held in 2019 at the Beckley-Raleigh County Convention Center, Beckley WV. We have scheduled the conference for September 16, 2021 at the Stonewall Resort with an impressive line-up of speakers and topics.

This office has achieved several accomplishments this year that are a first-time ever 1) Providing online EEO Training through CourseMill. 2) Creating a WV EEO Facebook and Twitter page and 3) Virtual interviews for hiring. Your state EEO Office has facilitated online EEO Training to several state agencies throughout the pandemic. WV EEO staff is committed to continuous learning and attended several virtual trainings provided on EEO related matters from the federal EEOC, SHRM, Greater-Kanawha Valley Foundation (2020 Race Summit Series) and Berkshire Consulting to name a few.

We continue to provide support and technical assistance to the EEO Counselors and EEO Coordinators. Quarterly meetings for the EEO Coordinators were held virtually this year. The meetings provide information sharing, EEO updates and laws, and best practices.

At the State EEO Office we are a TEAM. I could not accomplish the tasks of the office without the hard work and dedicated staff. We welcomed new hire Brittany Rutrough in May 2020. Ms. Rutrough is our Administrative Assistant and a great addition to our team. She has established our quarterly newsletter, oversees our social media platform, and ensures the office runs efficiently. We are fortunate to have James Rollins, EEO Specialist in our office. Mr. Rollins provides technical assistance and support to the Affirmative Action Plan writers, conducts investigations, and facilitates training. Our agency strives to go Above and Beyond to provide service in excellence.

We have discovered the opportunity to attend national conferences and seminars related to EEO is imperative thus enabling us to stay current and knowledgeable as we provide up-to date training, conduct investigations, and promote equal and fair treatment for all state employees. We thank you for your leadership and commitment as we work together in providing a workplace free of harassment and discrimination across state government.

Respectfully submitted,



Tia Welch, WVEEO Director

## **MISSION STATEMENT**

### **WEST VIRGINIA EQUAL EMPLOYMENT OPPORTUNITY OFFICE**

The mission of the West Virginia Equal Employment Opportunity Office is:

To assist all state agencies in mediating or investigating allegations of unlawful workplace harassment or discrimination based upon protected class; and

To provide useful, up-to-date training for all West Virginia state employees on identifying, preventing, and eliminating workplace harassment and discrimination; and

To provide EEO advice and assistance, as requested, for state employees, including agency supervisors, managers, and directors; and

To form working relationships with other agencies and with community organizations to promote diversity and support affirmative action in West Virginia state government.

## MESSAGE FROM THE STATE EEO DIRECTOR

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The Equal Employment Opportunity Office strives every day to fulfill its important mission. Following the mandates set forth in Executive Order No. 6-90, the office has continued to refine its understanding of its duties and holds specific goals and timetables for achieving desired results that reflect diversity, equity, inclusion, and affirmative action in the hiring, retention, and promoting of qualified employees who are members of historically protected classes. The office continues to update, adjust, and improve the guidelines for Informal EEO Counseling and Formal EEO counseling from input received by agency EEO personnel and by drafting policies, procedures, and forms as needed for agencies to use.

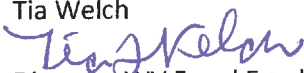
The office continually updates and refines its training in EEO topics providing 21<sup>st</sup> century relevancy in EEO matters. Several new trainings have been written over the past year. Currently, we are providing EEO training online through Course Mill which is a first-ever for the office. In addition, we have increased our virtual training due to the COVID-19 pandemic.

My staff and I are committed to ensuring that every state employee has access to EEO training. It is important that agency staff who train in EEO Topics are qualified and knowledgeable about EEO. We highly recommend agency EEO personnel attend the state and national conferences, seminars, and workshops on federal and state employment law, Affirmative Action, EEO law, and EEO investigation techniques. These trainings are vital to stay abreast of current laws and trends. Workplace Behaviors and Business Etiquette continues to evolve in a diverse workplace culture. It is imperative that every state employee receive updated training annually. Furthermore, we recommend that all EEO personnel be required to attend the annual EEO Training Conference hosted by our office.

Our office handles several inquiries by telephone, mail, or email about what constitutes an EEO problem, and how a state employee or West Virginia citizen can learn about or implement his or her rights under EEO law and mandates. We work closely with other agencies and make referrals as necessary to WV Human Rights Commission, WV Division of Personnel, and federal Equal Employment Opportunity Commission.

Special note should be made that this office once participated on the Equal Pay Commission. The EEO Director serves as a member of the Equal Pay Commission by statute. However, that commission has not met in several years. Pay equity is imperative to the future of West Virginia in the private and public sector.

Tia Welch



Director, WV Equal Employment Opportunity Office

**Tia Welch**  
**Director**

Tia Welch was appointed to serve as director of the West Virginia Equal Employment Opportunity (EEO) Office on March 14, 2019 by Governor Jim Justice.

Welch has served as an Employer Engagement Specialist for Goodwill Industries of Kanawha Valley. Prior to that, she worked for the Charleston Job Corps Center in various roles for nearly 20 years.

In her role as EEO Director, Welch will work to increase state agencies' understanding of and compliance with equal employment laws and practices to prevent workplace harassment and discrimination; increase education and outreach efforts through various trainings, literature, and materials; and collaborate with other agencies, higher education, and community organizations to promote diversity and inclusion and eliminate barriers to employment.

Welch holds a master's degree in theology from Freedom Bible College, a Bachelor of Science degree from West Virginia State University, and a ministerial ordination from the Heart of God Ministries International Fellowship of Churches.

She is honored to be a wife, mother, and grandmother. Welch serves as the senior pastor of Heart of God Charleston. Giving back to the community is very important. Welch is an active member in the Women's Club of Charleston, Charleston Lions Club, Fair Shake Network, Tuesday Morning Group, and the Rotary Club of South Charleston. She is a charter member of the African American Philanthropy In Action (AAPA) a giving circle through the Greater Kanawha Valley Foundation and serves on the Salvation Army Advisory Board.

**James Rollins**  
**EEO Investigator/Specialist**

James Rollins came to the WV EEO Office on November 1, 2010. James is a retired Sergeant from the Charleston Police Department, with over twenty years of service. While employed with the CPD, James worked in numerous areas, with increasing responsibilities, including Patrol Division and over fourteen years with the Investigative Division and Background Investigations. He also served as Chair of the Background Investigation Committee.

James is a graduate of West Virginia State College, where he majored in Criminal Justice, receiving A.S. and B.A. degrees. While at State, he also completed their ROTC program. James was a member of the ROTC Drill Team, Pershing Rifles Society, and Kappa Alpha Psi Fraternity.

Among James' many activities are, Kanawha County Community That Cares Board Member, Community Relations Council member for the Charleston Job Corp, Member of the NAACP Charleston Branch, the Tuesday Morning Group and receiving a national certification in the writing and planning of an Affirmative Action Plan.

**Brittany Rutrough**  
**Administrative Assistant**

Brittany Rutrough came to the WV EEO Office May of 2020. Brittany comes to the EEO Office with over 12 years of Administrative Assistant experience.

Brittany previously worked for American Medical Facilities Management for over 6 ½ years where she ran the Conference Center and assisted Senior Management in all projects, prior to that she spent 6 years at Hair We Are.

Brittany graduated from Capital High School in 2008 and went on to Carver Career Center where she was inducted into the National Honor Society in 2009 before graduating with her Cosmetology Licenses in 2010.

Brittany enjoys several outdoor activities such as camping and boating. Most importantly Brittany enjoys spending time with her husband and family as much as possible. Brittany has a desire to help anyone and everyone she can.



## COMMUNITY OUTREACH

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Pursuant to the goals outlined in Executive Order No. 6-90, which reads in pertinent part that the all state agencies shall “develop an Equal Employment Opportunity Program...[which] shall be in writing and shall entail positive and aggressive measures to be taken for protected classes in the area of recruitment, hiring, training and all other personnel matters;” (Executive Order 6-90, Article I, Section A); and that the “State Equal Employment Opportunity [Office] shall consult with and solicit the recommendations of interested individuals and organizations regarding the implementation of this Executive Order;” (Executive Order 6-90, Article II, Section C); and that the “State Equal Employment Opportunity [Office] shall develop a recruitment program...and shall work in cooperation with state agencies, departments and other organizational units to...identify minorities, women, handicapped and other [members of] protected groups who qualify or can become qualified for state employment...” (Executive Order 6-90, Article II, Sections F, and H), the State EEO Office strives each year to strengthen its relationship with the community, to interact in meaningful ways with community leaders and organizations which are involved in outreach to members of protected classes; and to participate in job fairs and other opportunities to underscore the Governor’s commitment to affirmative action in hiring.

Due to the coronavirus pandemic in-person outreach opportunities were greatly impacted. Most outreach events were cancelled or held virtually. Following is a partial listing of the community outreach events in which the State EEO Office participated in 2020:

- Brittany Rutrough participated in the annual City of Charleston clean-up day.
- James Rollins attended the West Side Community Awards Day for Ms. Dolores Johnson in August 2020.
- Director Tia Welch attended the City of Charleston street naming in honor of Dr. Martin Luther King Jr. on Dr. MLK Day on January 20, 2020.
- Director Welch participated in the WVSU Katherine Johnson memorial service by providing the invocation and benediction on March 12, 2020.
- Director Welch and staff recognized the 30<sup>th</sup> Anniversary of the Americans with Disabilities Act by signage and refreshments in Building 5 on July 27, 2020.
- Director Welch attended the West Side Community Awards Day for Ms. Dolores Johnson in August 2020.
- Director Welch participated in the Rotary Club of South Charleston event on Saturday, Sept. 19.
- Director Welch and staff recognized October Disability Awareness Month with signage in Building 5.
- Director Welch attended the annual Small Communities, BIG Solutions Conference held virtually Nov. 16-18, 2020. Welch also served on the awards committee.

- Director Welch participated in the online “Divine Nine” forum sponsored by 98.7 The BEAT and facilitated by the local chapter of the Poor People’s Campaign.
- Director Welch participated with the Charleston Lions Club “100 years celebration, recognizing 100 non-profits” including PAAC Recovery and Salvation Army’s cold weather shelter.
- Director Welch and Brittany Rutrough participated in the annual Salvation Army Toy Distribution on December 17 in Charleston, WV.
- Director Welch participated with the Women’s Club of Charleston ringing bells to aid Salvation Army for community service on December 17.

## EEO COMPLAINTS AND INVESTIGATIONS

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Pursuant to the mandates established under Executive Order 6-90, which authorizes the State EEO Office to oversee all agency EEO “problem areas,” “monitor records of personnel actions,” and have “access to all data, records, and reports that are required for the execution of the [Office’s] responsibilities,” the EEO Office takes its participation in all agency EEO complaints and investigations very seriously.

The State EEO Office rewrote the EEO counseling and investigative procedures which had been in place for the past four years to reflect current federal investigative standards, to clarify vague language and to superimpose lettering and numbering outline format on the document so it will be easier to cite. Our office has been monitoring the use of these new guidelines closely and continues to update and re-draft the guidelines as we see what is working and what is not in a “real-world” complaint and investigation scenario.

The former state EEO counseling and investigative guidelines, which were contained in a document entitled **Guidelines for Conducting Equal Employment Opportunity Complaint Investigations**. (Revised in July 2007), have been superseded by documents now found on the state EEO website ([www.eeo.wv.gov](http://www.eeo.wv.gov)) and in a manual first distributed at the 2011 Annual EEO Conference, held at Glade Springs Resort, in November entitled: “West Virginia EEO Counselor’s and Investigator’s Tool Kit.” The main differences in the new materials is that EEO counseling procedure has been divided into informal and formal stages, (an investigation can only commence upon the filing of a formal EEO complaint once attempts at EEO counseling have failed) and that there are new forms for the intake of EEO complaints and filing formal EEO complaints. These forms are being updated as this office, and the agencies use them and suggest changes. A new EEO Counselor’s and Investigator’s Toolkit was distributed at the 2019 EEO Coordinator’s meeting.

The purpose of updating the materials is to make them easier to use and to follow more closely the Governor’s mandate that EEO issues be dealt with informally by the agency first, if possible.

Copies of all EEO investigation documents from all state agencies, including the initial complaint, the appointment letters, the Investigative Report, Affirmation statements, notes and any audio or video recordings made during the investigation, witness statements and letters which either substantiate or non-substantiate the complaint, along with subsequent documentations of agency action, are required under the auspices of Executive Order No. 06-90 to be filed with the EEO Office so that our office may keep abreast of the agency actions in such cases. However, all original documentation from EEO investigations is always returned to the agencies for their ultimate decision on employment action (if any) in these cases. All such copies of agency investigation documents are kept by the EEO Office for a period of not less than five years and then destroyed.

## 2020 EEO Laws Update

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This is been a year of great changes in how this country views the rights of individuals who hold protected class status. New EEOC policies and mandates address pregnancy discrimination, LGBTQ harassment, and discrimination, FOIA requests and veteran status. The impact of these changes in federal law are beginning to be felt in West Virginia.

Available online is the New 'Digest of EEO Law' issued by the federal Equal Employment Opportunity Commission (EEOC) which addresses Federal legislation, as well as executive orders, directives, court decisions, and EEOC opinions. The latest edition is June 2020 and provides federal stakeholders the most up-to-date versions of the Federal statutes and applicable case law. The public may receive federal sector information updates and news items via [GovDelivery](#) and [Twitter](#).

## Protected Classes and the Laws associated with them

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**Protected Classes** in West Virginia are:

- **Race**
- **Color**
- **Religion**
- **National origin**
- **Age**
- **Sex**
- **Gender**
- **Pregnancy**
- **Mental or Physical Disability status**
- **LGBTQ**
- **Military or Veterans status**
- **Genetic information**
- **Political Affiliation**
- **Tobacco Use**
- **Retaliation** (Protected workplace activity or previously filed EEO complaint)

**Laws that created Protected Classes:**

- Race – Civil Rights Act of 1964
- Color – Civil Rights Act of 1964
- Religion – Civil Rights Act of 1964
- National origin – Civil Rights Act of 1964
- Age (40 and over) – Age Discrimination in Employment Act of 1967
- Sex – Equal Pay Act of 1963 and Civil Rights Act of 1964
- Gender – Equal Pay Act of 1963 and Civil Rights Act of 1964
- Pregnancy – Pregnancy Discrimination Act of 1978
- Disability status – Vocational Rehabilitation and Other Rehabilitation Services of 1973 and Americans with Disabilities Act of 1990
- LGBTQ – US Supreme Court Ruling 2020
- Veteran status – Vietnam Era Veterans' Readjustment Assistance Act of 1974 and Uniformed Services Employment and Reemployment Rights Act of 1994
- Genetic information – Genetic Information Nondiscrimination Act of 2008
- Political Affiliation – Bronte v. Finkle, US Supreme Court 1981
- Tobacco Use – WV Code §21-3-19

Keep in mind that the following classes of person, while not currently protected by WV Law, can co-exist with sex and gender, and may be protected under the Civil Rights Act of 1964:

- **Marital Status**
- **Parental Status**
- **Gender Identity**
- **Sexual Orientation**

## EEO Basics

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- Workplace harassment is **unwelcome** conduct that affects the ability of **a member of a protected class** to do his/her job, or to feel comfortable and safe in the workplace.
- Workplace discrimination is treating an employee differently, either by denying that employee a **tangible employment benefit** or taking an **adverse employment action** against that employee. In most instances, unlawful discrimination can only be undertaken by a manager or supervisor, or through a policy of the agency.
- People do use the terms interchangeably, but legally they have different meanings.
- In an instance of discrimination, there may be a **legitimate nondiscriminatory** reason for the actions of the management official or the agency.
- Protected classes include **sex, race, color, national origin, gender, religion, age, mental or physical disability, military status, genetic make-up, political affiliation, tobacco use, retaliation and LGBTQ.**
- Most people will fall under a protected class in some workplace situation.
- In order for the workplace harassment or discrimination to fall under EEO law, it must be **based upon the fact that the employee is a member of a protected class.** Just because a person falls into a protected class does not make every workplace action an EEO matter, nor does it make every adverse action illegal.

# EEO Workplace Harassment Outline

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This training is designed to introduce you to the basics in EEO law which you can and should utilize in your employment with the state of West Virginia.

## I. Harassment Defined:

**Workplace Harassment** – Unwelcome conduct on the basis of a protected class which affects a person's ability to do their job.

The key is whether there illegal workplace harassment occurring is that the behavior is unwelcome conduct which is severe or pervasive, and which a reasonable person would find so objectively egregious that the terms of his or her employment are changed or affected materially.

## II. Race and Color

Harassing acts include:

- A. Racial slurs
- B. Racial "jokes"
- C. Offensive remarks based on race
- D. Pictures that depict people of a certain race in an unfavorable light
- E. Threats, intimidation, hostile demeanor, or physical violence

## III. Religion in the Workplace

### A. Two rights under the first amendment

- 1. Freedom from a government-imposed religion
- 2. Right to practice any religion

### B. Problems which can arise

- 1. Understand that religion is not simply a matter of belief
- 2. The faithful practice of a religion through various actions
  - a. Style of dress or hair
  - b. Recruitment of others
  - c. Diet, praying, or fasting
  - d. Avoiding certain language or behavior
  - e. Many more issues which provide ample ground for disagreement, or workplace disruption.

## IV. National Origin

No one can be denied equal employment/treatment because of:

### A. Birthplace

- B. Ancestry**
- C. Culture**
- D. Linguistic characteristics**
- E. Also covered are:**

1. Marriage or association to the above
2. Belonging to schools, churches, temples, or mosques

## **V. Age**

It is against the law to discriminate against persons 40 years of age or older based on their age.

## **VI. Military Status/Veteran Status.**

USERRA requires that employers hold jobs open for military on active duty or called to temporary duty. Members of the military or veterans are protected.

## **VII. Pregnancy Discrimination**

**A.** Treat pregnancy related leave requests the same as any other medical leave.

**B.** Pregnancy is not a disability. Therefore:

1. Employers can't refuse to hire someone just because they are pregnant.
2. Employers can't force pregnant employees to take leave.
3. Employers must secure the employee's job during maternity leave.
4. Employers can't fire females when they wed, unless they fire males when they wed.

## **VIII. Disability Defined**

A physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or an employee being regarded as having such an impairment. An employer is required to provide a reasonable accommodation to qualified disabled persons. Exception: Undue hardship to the employer.

## **IX. Sexual Harassment Defined: The state of West Virginia maintains a ZERO TOLERANCE POLICY FOR SEXUAL HARASSMENT.**

**A. Sexual Harassment** - Unwelcome sexual advances, request for sexual favors, or any other verbal or physical conduct of a sexual nature. There are two types of sexual harassment:

1. Quid pro quo
2. Hostile environment

### **B. Quid Pro Quo**

This type of harassment can only be inflicted by a supervisor. It includes:

1. "Put out or get out."
2. Submission is made either explicitly or implicitly a term or condition of employment.



3. Submission or rejection of the conduct is used as a basis of employment decisions.
4. The conduct has a purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

### **C. Hostile Environment**

1. This type of harassment can be created by anyone. It includes:

- a. Discussing sexual activities
- b. Offensive Jokes (of any nature)
- c. Unnecessary touching
- d. Comments on physical attributes
- e. Sexually suggestive pictures
- f. Demeaning or inappropriate terms such as "babe" or "honey"
- g. Indecent gestures
- h. Granting job favors for participating in the harassment
- i. Use of crude and offensive language

**D.** For an environment to be considered hostile under EEO law, three requirements must be met:

- a. Must be subjectively abusive to the person affected.
- b. Must be objectively severe or pervasive enough to create a work environment that a reasonable person would find abusive.
- c. Must have a nexus (connection) between the alleged offensive speech or behavior and the victim's membership in a protected class.

**E.** What to consider:

- a. Frequency of the unwelcome discriminatory conduct.
- b. Severity of the conduct.
- c. Was it physically threatening or humiliating, or a mere offensive utterance?
- d. Did it unreasonably interfere with work?
- e. The effect on the employee's psychological wellbeing.
- f. Was the harasser superior in the organization?

**F.** Ask yourself these questions:

- a. Is this verbal or physical behavior of a sexual nature?
- b. Is the conduct offensive to the persons who witness it?
- c. Is the behavior being initiated by someone who has power over the other?
- d. Might an employee feel they must tolerate the conduct to stay employed?
- e. Does the conduct make the job environment unpleasant?
- f. Would I want someone in my family subjected to the same treatment?

- g. Is it unwelcome? You should look for the following reactions:
  - 1) Outright rejection
  - 2) Ambiguous rejection (not clear rejection)
  - 3) Soured romance
  - 4) Watch for mixed signals
- h. Doesn't sexual harassment have to involve sexual advances or other conduct sexual in nature?
  - 1) NO!
  - 2) Assignments such as making coffee, cleaning up a work area, etc., could be viewed as gender-based assignments if not done fairly.
- i. Is sexual harassment of men, either by women or by other men, unlawful?
  - 1) YES!
  - 2) Any form of unwelcome sexual advances is basis for unlawful sexual harassment.
- j. Can harassment occur without physical touching or a threat to the employee's job?
  - 1) YES!
  - 2) Harassment may be purely verbal or visual. Any conduct based on protected status which creates a work environment that a reasonable person would consider hostile may amount to harassment.
- k. Can voluntary sexual conduct create harassment for others?
  - 1) SOMETIMES!
  - 2) Sex horseplay or sexual affairs, even though welcome to all the participants, can create an environment hostile to third parties.

**Note: Employers must take steps to protect employees from harassment inflicted by third parties (clients, vendors, visitors) and take reasonable steps to protect their employees.**

- X. **Eight Risk Areas**
  - A. E-mails, Texts, IMs
  - B. Vulgar language
  - C. Work-related off-premises conduct
  - D. Touching
  - E. Dating subordinates
  - F. Visual displays (posters/graffiti)
  - G. Talking dirty
  - H. Telling jokes

- XI. **Nine Excuses**

- A. "They are hypersensitive; how could anyone be offended?"
- B. "I treat everybody this way."
- C. "No one ever complained before, so how can it be offensive?"
- D. "Boys will be boys."
- E. "No harm, no foul."
- F. "I just read the policy again and I still don't understand where you draw the line."
- G. "I was only mentoring, trying to help with a personal crisis."
- H. "You can't take that charge seriously; they are trying to hold us up."
- I. "What about my right to free speech?"

## **XII. Response to Harassment**

**Respond appropriately when you encounter workplace harassment.**

- A. Object
- B. Report
- C. React

However, know that if you are the victim of harassment, the state does not put the onus on the victim to confront his/her alleged abuser. That is why supervisors and fellow employees should know harassment when they see it or should report behaviors which make them suspect that harassment may be going on.

## **XIII. Effects of Harassment**

### **A. Financial cost**

- 1. State – Over 2 million dollars in 2013.
- 2. Nation – Over 400 million dollars

### **B. Effects on work environment**

- 1. Low morale
- 2. Hostile employees
- 3. Possible litigation
- 4. Personal suffering
- 5. Loss of job/position
- 6. Possible state/federal investigation

## **What Do I Do?**

### **A. As an employee**

- 1. Don't be the one involved.
- 2. Don't fuel rumors.
- 3. Know who your EEO counselor is, and who you can complain to.
- 4. Know that your employer takes harassment behaviors and complaints very seriously.

5. Know that this kind of behavior will not be tolerated and can cost you (anything from verbal and written warnings to demotion to suspension to termination.)

**B. As a supervisor**

1. Make sure that all people are able to report inappropriate behavior.
2. Listen to the complaint and look into it.
3. Make sure everyone understands this type of behavior will not be tolerated.
4. Take action immediately.
5. Protect the employee if needed.
6. Don't try to keep it in house.
7. Notify your EEO/Human Resources person.
8. Don't fuel rumors.
9. Don't try to handle it on your own.

## AFFIRMATIVE ACTION PLANS

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Annually, the state agencies under the jurisdiction of the Governor submit an affirmative action plan to the State EEO Office. The EEO Office reviews each plan for approval.

The 2020-2021 plans were submitted to the State EEO Office. The following agencies submitted an affirmative action plan.

### Agency

Governor's Office  
WV Arts, Culture and History  
WV Bureau of Senior Services  
WV Dept. of Administration  
WV Dept. of Environmental Protection  
WV Dept. of Health and Human Services (DHHR)  
WV Dept. of Commerce  
    WV Dept. of Forestry  
    WV Dept. of Tourism  
    WV Development Office  
    WV Dept. of Rehabilitation Services  
    WV Division of Labor  
    WV Division of Natural Resources  
    WV Division of Miners' Health, Safety and Training  
    Workforce WV  
    WV Geological and Economic Survey  
WV Dept. of Military Affairs & Public Safety  
    WV Military Authority  
    WV Capitol Police  
    WV Division of Administrative Services  
    WV Division of Corrections and Rehabilitation  
    WV Div. of Homeland Security and Emergency Mgmt.  
    WV Justice and Community Service  
    WV State Fire Marshall  
    WV State Police  
WV Supreme Court of Appeals  
WV Dept. of Revenue  
  
WV Dept. of Veteran Assistance  
WV Educational Broadcasting Authority  
WV Library Commission  
WV Water Development Authority

### Prepared by AAP Writer

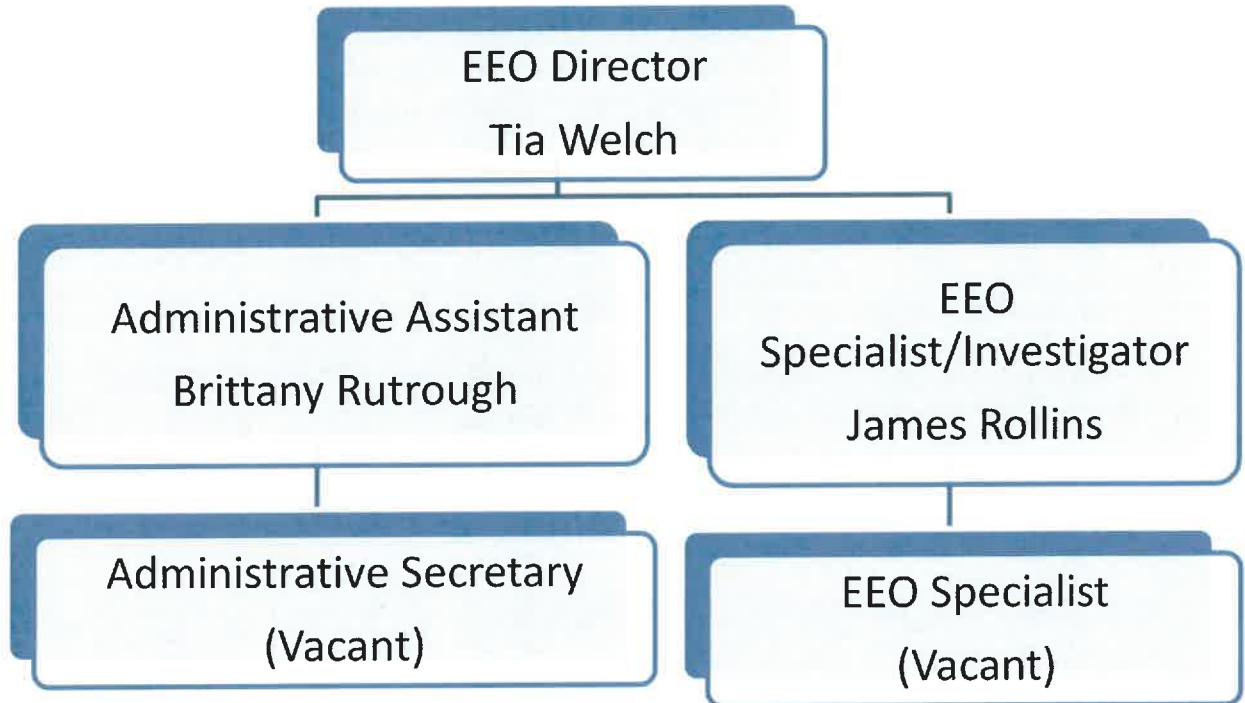
Tia Welch  
Andrea Thompson  
Monica Rogers  
Misty Peal  
Denise Truman  
Dawn Adkins  
  
Sharon Summers  
Tom McClure  
Tom McClure  
Terry Blair  
Amber Pierson  
Andrea Fout-Tinsley  
Mona Dugas  
Nicholas Allen  
Jennifer Goff  
  
Deborah Taylor  
Margaret Cash  
Katrina Kessel  
Lori Lynch  
Tony Domingo  
Amber Massey  
Kenneth E. Tyree Jr.  
Sgt. Shallon Oglesby  
Sarah Loftus  
Debbie Hughes  
Christina Wickline  
Sue Collins  
Kristi Dodd  
Karen Goff  
Marie Prezioso

| Agency  | Date Received | Asked for Extension | Extension Granted | Approval Ltr. | Certificate | Prepared By                        | Divisions  |
|---|---------------|---------------------|-------------------|---------------|-------------|------------------------------------|--|
| Administration Dept.                                      | 8/24/2020     | No                  | N/A               | Yes           | Yes         | Misty Peal                         | Ethics Commission; Finance Division; General Services; Grievance Board; Information Services |
| Tax and Revenue Division                                  | 9/28/2020     | Yes                 | Yes               | Yes           | Yes         | Debbie Hughes & Christina Wickline | Alcohol Beverage Control Administration; Banking Commission; Insurance Commission;           |
| DMAPS Administrative Section for Cabinet Secretary Office |               | Yes                 | Yes               | No            | No          | Terri Arthur                       | Cabinet Secretary Office and their EEO Office  |
| DMAPS Division of Corrections and Rehab (DCR)             | 10/14/2020    | Possible 2 weeks    | Yes               | Yes           | Yes         | Lori Lynch                         | Correctional Prisons, Jails and Juvenile Centers for DCR                                     |
| DMAPS- WV State Police                                    | 9/30/2020     | No                  | N/A               | Yes           | Yes         | Sgt. Oglesby                       | WV State Police  |
| DMAPS- Parole   |               |                     |                   |               |             |                                    | WV Parole  |
| DMAPS- Capitol Police Protective Services Division        | 9/3/2020      | No                  | N/A               | Yes           | Yes         | Margaret Cash                      | Capitol Police Protective Services   |
| DMAPS- Division of Administrative Services (DAS)          | 9/2/2020      | No                  | N/A               | Yes           | Yes         | Katrina Kessel                     | Administrative Services for SCR within DMAPS   |
| DMAPS- Justice and Community Services                     | 8/27/2020     | No                  | N/A               | Yes           | Yes         | Amber Massey                       |  |
| DMAPS- Homeland Security                                  | 8/31/2020     | No                  | N/A               | Yes           | Yes         | James Domingo                      |  |
| DMAPS- State Fire Marshalls Office                        | 8/31/2020     | No                  | N/A               | Yes           | Yes         | Kenneth Tyree                      |  |
| DMAPS- Military Authority                                 | 8/28/2020     | Yes                 | Yes               | Yes           | Yes         | Deborah Taylor                     |  |
| Veterans Affairs  | 8/28/2020     | No                  | N/A               | Yes           | Yes         | Sue Collins                        | Veterans Affairs- Cabinet Secretary Office, Clarksburg Nursing Home & Barboursville          |
| Higher Education  | 10/15/2020    | Yes                 | Yes               | No            | No          | Patricia Humphries                 | Higher Education   |
| Library Commission  | 8/31/2020     | No                  | N/A               | Yes           | Yes         | Karen Goff                         | Library Commission   |
| Arts, Culture and History                                 | 8/28/2020     | No                  | N/A               | Yes           | Yes         | Andrea D. Thompson                 |  |
| WV Educational Broadcasting Authority                     | 8/25/2020     | No                  | N/A               | Yes           | Yes         | Kristi Dodd                        | Broadcasting Authority   |
| DEP Environmental Protection                              | 9/15/2020     | Yes                 | Yes               | Yes           | Yes         | Denise Truman                      | Water Resources; Air Quality; Mining & Rec   |
| Public Service Commission                                 |               | No                  | N/A               | No            | No          | Belinda Jackson                    | Public Service Commission and Consumer Advocate Division                                     |
| Governors Office  | 8/28/2020     | No                  | N/A               | Yes           | Yes         | Tia Welch                          | Governors Mansion, Office of Technology, Economic Opportunity, National Commission for       |
| Dept. of Commerce Workforce West Virginia                 | 9/1/2020      | No                  | N/A               | Yes           | Yes         | Nicholas Allen                     | Worker's Compensation; Management Information Systems; Executive Division; Office            |
| Dept. of Commerce Development Office                      | 9/11/2020     | No                  | N/A               | Yes           | Yes         | Tom McClure                        | Dept. of Commerce-Development Office   |
| Dept. of Commerce Office Miners Safety                    | 9/14/2020     | No                  | N/A               | Yes           | Yes         | Mona Dugas                         | Dept. of Commerce- MHST  |
| Dept. of Commerce Tourism Office                          | 9/14/2020     | No                  | N/A               | Yes           | Yes         | Tom McClure                        | Dept. of Commerce- Tourism   |
| Dept. of Commerce Rehab Services                          | 9/1/2020      | No                  | N/A               | Yes           | Yes         | Terry Blair                        | Dept. of Commerce- Division of Rehabilitation Services                                       |

|   |           |     |  |     |     |     |                     |  |
|---|-----------|-----|--|-----|-----|-----|---------------------|--|
| Dept. of Commerce Division of Forestry          | 9/1/2020  | No  |  | N/A | Yes | Yes | Sharon Summers      | Dept. of Commerce- Division of Forestry  |
| Dept. of Commerce Division of Labor             | 9/1/2020  | No  |  | N/A | Yes | Yes | Amber Pierson       | Dept. of Commerce- Division of Labor   |
| Dept. of Commerce Division of Natural Resources | 9/1/2020  | No  |  | N/A | Yes | Yes | Andrea Fout-Tinsley | Dept. of Commerce- Division of DNR   |
| Dept. of Commerce Geological & Economic Survey  | 8/27/2020 | No  |  | N/A | Yes | Yes | Jennifer Goff       | Dept. of Commerce- Division of Geological & Economic Survey                                      |
| Health & Human Resources Dept                   | 9/22/2020 | Yes |  | Yes | Yes | Yes | Dawn Adkins         | Secretary's Office; Operation & Finance; Children & Families; Public Health; Medical             |
| Transportation                                  | 9/30/2020 | Yes |  | Yes | No  | No  | Angie Richardson    | Division of Highways; Division of Motor Vehicles; Public Transit; WV Port Authority; Aeronautics |
| WV Department of Education                      |           |     |  |     | No  |     | Taran Wolford       | WV Department of Education   |
| Senior Services                                 | 8/28/2020 | No  |  | N/A | Yes | Yes | Monica Rogers       | Senior Services  |
| WV Supreme Court                                | 9/28/2020 | No  |  | N/A | Yes | Yes | Sarah Loftus        | WV Supreme Court   |
| WV Water Development                            | 8/27/2020 | No  |  | N/A | Yes | Yes | Marie Prezioso      | WV Water Development   |

**WV Equal Employment Opportunity Office**

**ORGANIZATIONAL CHART**





| WV Equal Employment Opportunity Office |                               |                     |                                    |   |  |
|--|-------------------------------|---------------------|------------------------------------|---|--|
| 2020 Training Log                      |                               |                     |                                    |   |  |
| Training Date                          | Agency, Facility, or Business | Number of Attendees | Training or Outreach Conducted by: | Subject   |  |
| 01/29/20                               | WV Lottery                    | 23                  | James Rollins                      | Avoiding Workplace Harassment   |  |
| 03/11/20                               | Habitat For Humanity          | 39                  | Tia Welch                          | Avoiding Workplace Harassment   |  |
| 08/17/20                               | PEIA                          | 7                   | Tia Welch                          | Mastering the Respectful Workplace, Avoiding Workplace Harassment and Civility Training |  |
| 08/19/20                               | PEIA                          | 10                  | James Rollins                      | Mastering the Respectful Workplace, Avoiding Workplace Harassment and Civility Training |  |
| Ongoing                                |                               | 122                 | Online                             | Facing Bullying At Work   |  |
| Ongoing                                |                               | 105                 | Online                             | Valuing Diversity at Work   |  |
| Ongoing                                |                               | 91                  | Online                             | Mastering the Respectful Workplace  |  |
| Ongoing                                |                               | 60                  | Online                             | Managers Role in Promoting Respectful Workplace   |  |
| Ongoing                                |                               | 82                  | Online                             | Workplace Harassment  |  |
| <b>Total</b>                           |                               | <b>539</b>          |                                    |   |  |

# Quarterly EEO Coordinators Meeting and Affirmative Action Training

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## EEO COORDINATORS MEETING January 23, 2020 AGENDA

Call to Order

Beverly Reed

Introductions

Approval of Minutes – August 14, 2019

WV EEO Director Updates

Director Tia Welch

- Affirmative Action Plans

- Compliance Checks

- EEO Counselors' Workshop

- Annual WV EEO Conference

- State EEO Trainings, Workshops & Seminars

EEO Investigations

James Rollins

- New Investigators

- State Agency EEO Trainings

- Upcoming EEO Workshops

New Business

Adjournment

## 1/23/20 EEO COORDINATORS MEETING MINUTES

Present: Annamarie Short, Dawn Adkins, Mona Dugas, Debbie Amos, Shannon Driver, Jennifer Pritchard, Debbie Hughes, Timothy Abraham, Sara Loftus, Nick Allen, Deborah Taylor, Monica Rogers, Kimberly Gibson, Charles Carl, Thomas Marchio, Cindy Smith, Julianne Wisman, Natalie Proctor, Shallon Oglesby, Kaye Parks, Tia Welch, James Rollins and Beverly Reed

Beverly Reed called the meeting to order. Introductions were made of all attendees. A motion was made and seconded to approve the minutes. Minutes were approved.

### Old Business

Director Tia Welch gave an update on Affirmative Action Plans (AAP) and what is expected. She stated that Compliance Checks will start in the Summer months. We will make office visits to conduct the checks. There was a question about what is expected in a Compliance Check. Director Welch explained that we will be checking to make sure each agency is meeting their target to ensure minorities are adequately represented in the State workforce.

Director Welch informed the Coordinators that we will hold an EEO Counselors Workshop April 2, 2020 at Flatwoods Days Inn and Suites Conference Center in Sutton, WV. We will accept the first 50 registrations at \$50. Registration will open March 2, 2020. There will be NO ONSITE REGISTRATION. We will offer another workshop if there is additional interest.

Director Welch informed the Coordinators that we plan to hold our Annual Conference at Stonewall Resort September 17, 2020. Registration will open in July 2020. There will be NO ONSITE REGISTRATION. There was a request to make sure we offer coffee throughout the day.

Director Welch then discussed that we plan to hold more EEO trainings, workshops, and seminars in the future. She stressed that our office is available to all agencies for EEO trainings as needed and that everyone should have training every two years.

James Rollins stated that EEO Coordinators or EEO Counselors can assist other agencies with investigations. He shared that he plans to conduct the next Investigators Workshop in the Spring or Summer and an Affirmative Action Plan Writers Workshop in the Summer.

There was discussion about the difficulty of data retrieval for the AAP, the high cost of a program to address the issue and obtaining the necessary data from the mainframe. There was a suggestion that a grant should be available to pay for the program. A concern was raised about the potential for the mainframe to go down. We were assured the mainframe would not be taken down.

### New Business

The next meeting was agreed upon for April 16, 2020 with lunch from Panera Bread (tentatively). Meeting adjourned.

Respectfully submitted,

Beverly Reed

EEO COORDINATORS VIRTUAL MEETING  
August 6, 2020  
11:00 AM  
AGENDA

Call to Order

Brittany Rutrough

Introductions

Approval of Minutes – January 23, 2020

EEO Specialist Update

James Rollins

- EEO Counselor's Training
- Investigator Training
- Affirmative Action Plans

WV EEO Director Updates

Director Tia Welch

- U.S. Supreme Court LGBTQ Update
- EEOC & WV EEO Protected Classes
- Forms & Documentation
- Virtual Trainings
- AAP Compliance Checks
- WV EEO Annual Training Conference-Sept.

New Business

Adjournment

## **8/6/2020 EEO COORDINATORS MEETING MINUTES**

Present: Andrea Thompson, Angie Richardson, Charles Carl, Debbie Hughes, Misty Peal, Mona Dugas, Monica Rogers, Taran Wolford, Wesley Henderson, Julieanne Wisman, Tia Welch, James Rollins, Brittany Rutrough

Brittany Rutrough called the meeting to order. Introductions were made. A motion was made to approve the minutes. Minutes were approved.

### **EEO Specialist Update**

#### **EEO Counselor's Training**

- James Rollins asked if any agency had new coordinators or counselors? So that the new coordinators or counselors may receive training. 2 attendees reached out for further training.
- James Rollins asked if there were any new AAP writers so they may receive training. A total of 5 attendees responded for training.

#### **Investigators Training**

- James Rollins asked if there are any new EEO investigators? No attendees responded.
- James Rollins shared that the AAP's are due September 1, 2020.

#### **Affirmative Action Plans**

- James Rollins asked if any AAP writers changed, if so, please let the EEO Office know to be updated.
- James Rollins asked the Coordinators to look back at previous assessments to see if their agency was able to meet their placement goal.
- James Rollins shared that when writing your reports to write your placement goals based on workforce analyst.

### **WV EEO Director Updates**

#### **US Supreme Court LGBTQ Update**

- Director Welch shared that the U.S. Supreme Court has made LGBTQ a protected class against workplace discrimination.
- Director Welch shared that more trainings and information will be forthcoming.

#### **EEOC & WV EEO Protected Classes**

- Protected classes now include: Race/Color, Age, Disability, Religion, National Origin, Sex, Genetic Information (GINA), LGBTQ and Retaliation.

#### **Forms and Documentation**

- Forms and Documentation have been updated on the EEO Website.
- Coordinators were asked to be sure that they and their counselors have these updated forms.

#### **Virtual Trainings**

- Director Welch shared that there has been request for virtual trainings. If any agency is interested to please reach out.
- Director Welch shared that the EEO office is working on these trainings and they will be able to be taken virtual, via online learning.

**AAP Compliance Checks**

- Director Welch shared that an Affirmative Action Plan compliance check survey will take place starting the week of August 10<sup>th</sup>.
- AAP Compliance Checks will be standard starting Spring of 2021.
- Director Welch shared that Brittany, James and herself will reach out to conduct these Checks.

**WV EEO Annual Training Conference-Sept.**

- The 2020 Conference has been rescheduled for September 16, 2021.
- Director Welch shared that we are always open to suggestions as to where the conference may take place.

**Questions?**

- Director Welch asked the attendees if there were any questions?
  - A question was asked if the EEO Office could share any information on the Supreme Court LGBTQ news. A news article was sent out for this question.

**New Business**

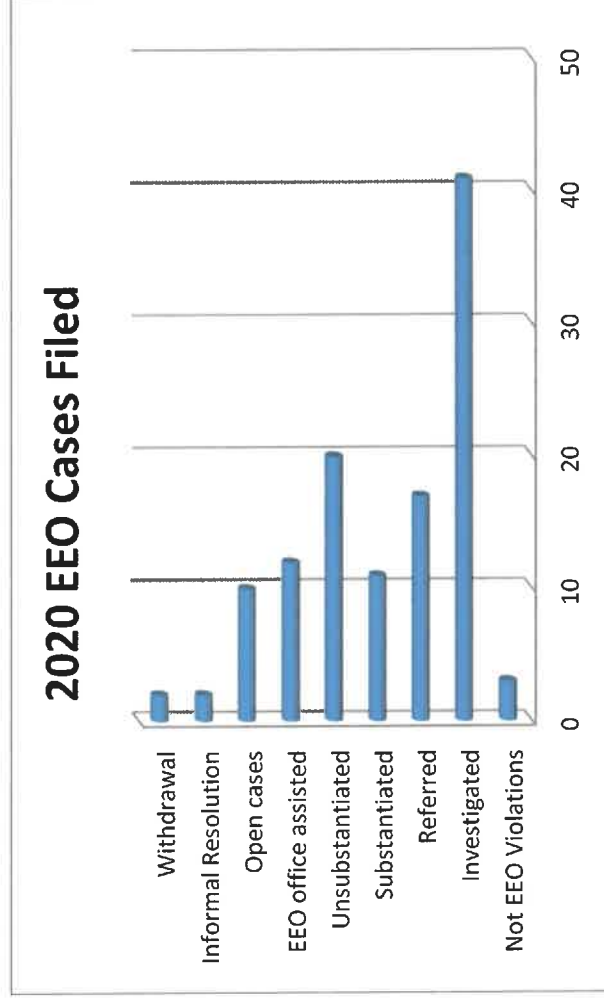
- Do any agencies have new AAP writers? A request was made for those new writers reach out to the EEO Office soon to review the AAP information.
- Director Welch shared the AAP review process.
- A question was asked if they are just beginning their AAP will they be able to complete by the deadline? Mrs. Welch shared, Yes.

Meeting adjourned.

Respectfully Submitted,

Brittany Rutrough

|                     |    |
|---------------------|----|
| Total cases filed   | 75 |
| Not EEO Violations  | 3  |
| Investigated        | 41 |
| Referred            | 17 |
| Substantiated       | 11 |
| Unsubstantiated     | 20 |
| EEO office assisted | 12 |
| Open cases          | 10 |
| Informal Resolution | 2  |
| Withdrawal          | 2  |



The EEO Office received 75 complaints

Forty-one (41) of the submitted cases were investigated.

Eleven (11) of the forty-one (41) cases were substantiated.

Twenty (20) of the forty-one (41) cases were unsubstantiated.

Two (2) cases used the Informal Resolution process.

The EEO Office assisted in twelve (12) of the forty-one (41) investigated cases.

Seventeen (17) cases were referred to other agencies.

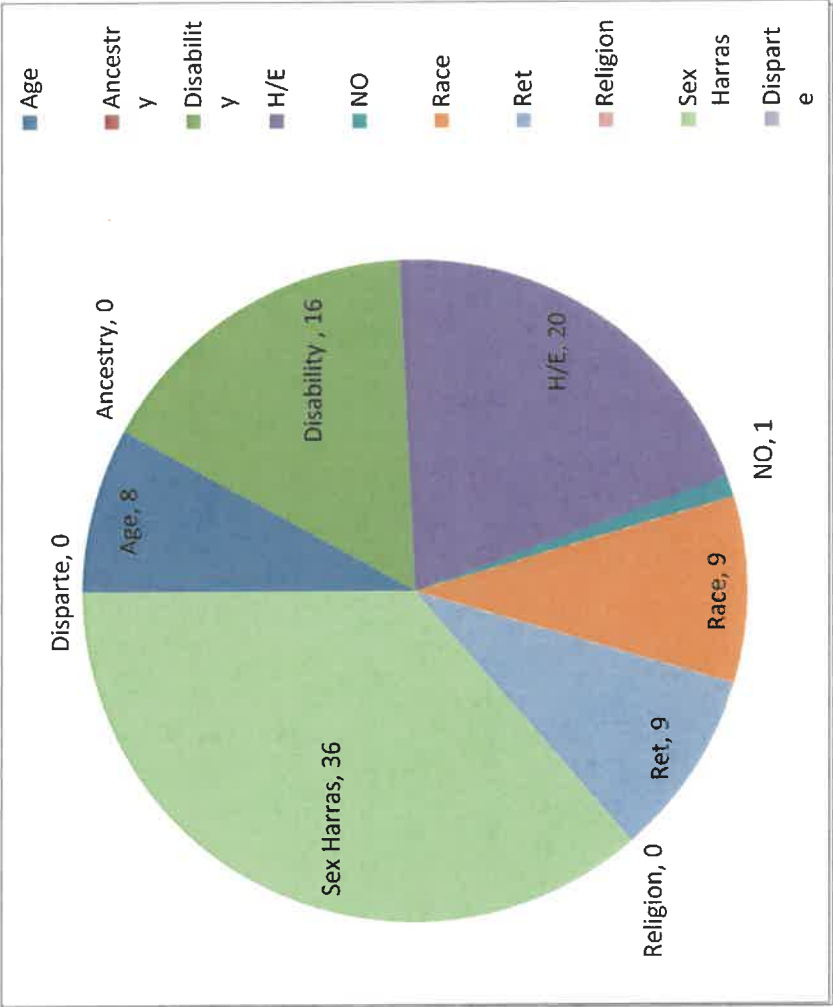
Two (2) Complainants did not follow up on their complaints or withdrew them.

10 cases are still open at the end of the year.

Three (3) cases did not have an EEO Violation.

2020 EEO Cases Filed by Protected Classes

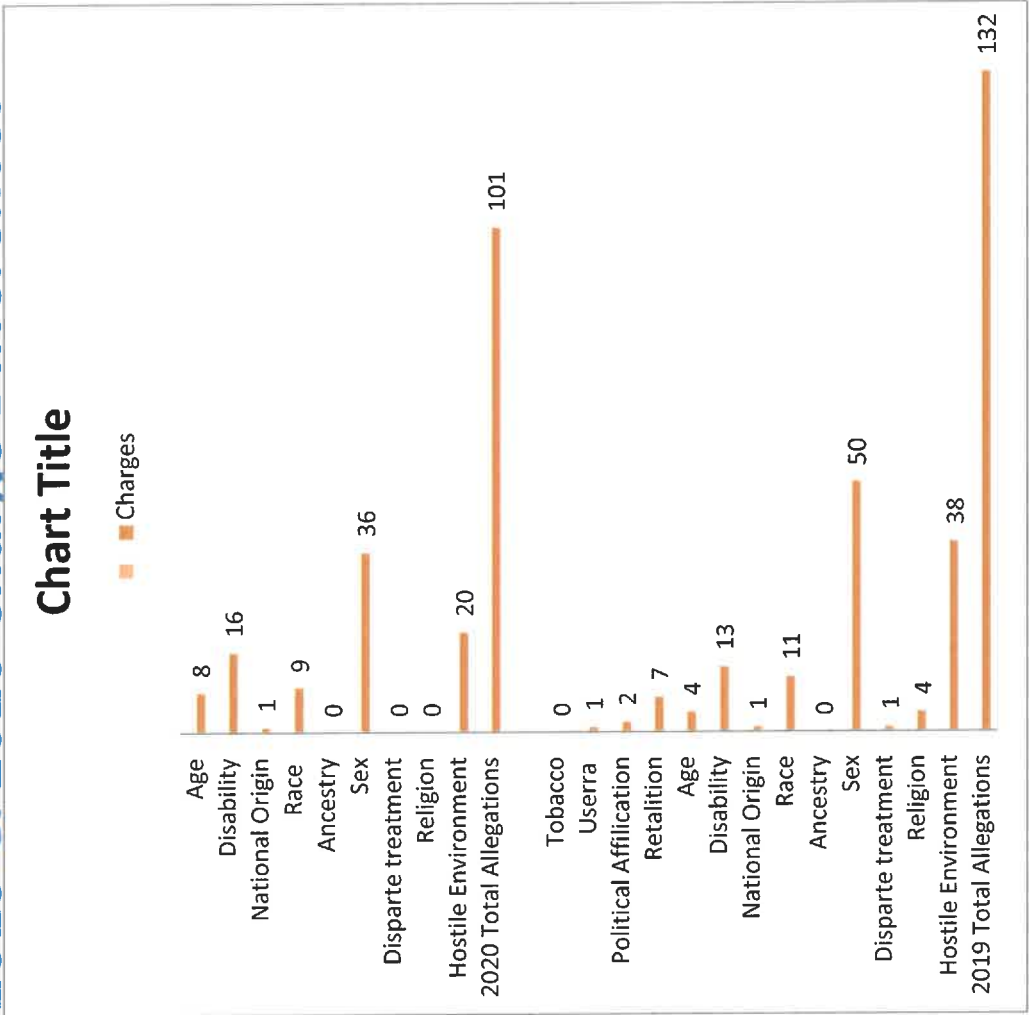
|            |    |
|------------|----|
| Age        | 8  |
| Ancestry   | 0  |
| Disability | 16 |
| H/E        | 20 |
| NO         | 1  |
| Race       | 9  |
| Ret        | 9  |
| Religion   | 0  |
| Sex Harras | 36 |
| Disparte   | 0  |
| Political  | 1  |
| Userra     | 1  |
| Total      | 53 |





| Protected Classes             | Charges    |
|-------------------------------|------------|
| <b>2019 Total Allegations</b> | <b>132</b> |
| Hostile Environment           | 38         |
| Religion                      | 4          |
| Disparate treatment           | 1          |
| Sex                           | 50         |
| Ancestry                      | 0          |
| Race                          | 11         |
| National Origin               | 1          |
| Disability                    | 13         |
| Age                           | 4          |
| Retaliation                   | 7          |
| Political Affiliation         | 2          |
| Userra                        | 1          |
| Tobacco                       | 0          |
| <b>2020 Total Allegations</b> | <b>101</b> |
| Hostile Environment           | 20         |
| Religion                      | 0          |
| Disparate treatment           | 0          |
| Sex                           | 36         |
| Ancestry                      | 0          |
| Race                          | 9          |
| National Origin               | 1          |
| Disability                    | 16         |
| Age                           | 8          |
| Retaliation                   | 9          |
| Political                     | 1          |
| Userra                        | 1          |
| Tobacco                       | 0          |

## 2019 & 2020 Charge Differences





## State of West Virginia Equal Employment Opportunity Office Coordinators/Counselors List

Click on one of the links below for a department's list of EEO Coordinators and Counselors (*or scroll down the page*). If you are unable to find a Counselor for your agency, please contact the department's EEO Coordinator for assistance.

[Department of Administration](#)

[Department of Art Culture and History](#)

[Department of Commerce](#)

[Department of Environmental Protection](#)

[Department of Health & Human Resources](#)

[Department of Military Affairs & Public Safety](#)

[Public Service Commission](#)

[Department of Revenue](#)

[Department of Transportation](#)

[Miscellaneous Agencies](#)

Department of Administration

| Agency                 | Coordinator/Counselor     | E-mail Address   | Phone Number | Ext.  |
|------------------------|---------------------------|--|--------------|-------|
| ADMINISTRATION         | PEAL, MISTY (COORDINATOR) | <a href="mailto:Misty.Peal@wv.gov">Misty.Peal@wv.gov</a>                     | 304-558-4331 |       |
| Aviation Division      | MCCONIHAY, STEVE          | <a href="mailto:Steve.M.McConihay@wv.gov">Steve.M.McConihay@wv.gov</a>       | 304-558-0403 |       |
| Board of Risk          | LAWRENTZ, JEFF            | <a href="mailto:Jeff.P.Lawrentz@wv.gov">Jeff.P.Lawrentz@wv.gov</a>           | 304-766-2646 |       |
| CHIP                   | JONES, BRENDA             | <a href="mailto:Brenda.K.Jones@wv.gov">Brenda.K.Jones@wv.gov</a>             | 304-558-6579 |       |
| CPRB                   | ABRAHAM, TIMOTHY          | <a href="mailto:Timothy.M.Abraham@wv.gov">Timothy.M.Abraham@wv.gov</a>       | 304-558-3570 | 52519 |
| State of WV EEO Office | WELCH, TIA (COORDINATOR)  | <a href="mailto:Tia.L.Welch@wv.gov">Tia.L.Welch@wv.gov</a>                   | 304-558-0400 |       |
| State of WV EEO Office | Rollins, James A.         | <a href="mailto:James.A.Rollins@wv.gov">James.A.Rollins@wv.gov</a>           | 304-558-0400 |       |
| Ethics Commission      | BRIGGS, ELLEN             | <a href="mailto:Ellen.M.Briggs@wv.gov">Ellen.M.Briggs@wv.gov</a>             | 304-558-0664 |       |
| Finance Division       | PARKS, KAYE               | <a href="mailto:Kaye.J.Parks@wv.gov">Kaye.J.Parks@wv.gov</a>                 | 304-558-3482 |       |
| Fleet Management       | FARMER, BECKY             | <a href="mailto:Becky.C.Farmer@wv.gov">Becky.C.Farmer@wv.gov</a>             | 304-558-8207 |       |
| General Services       | HOVATTER, ROBERT          | <a href="mailto:Robert.W.Hovatter@wv.gov">Robert.W.Hovatter@wv.gov</a>       | 304-558-3502 |       |
| Grievance Board        | PRITCHARD, JENNIFER       | <a href="mailto:Jennifer.A.Pritchard@wv.gov">Jennifer.A.Pritchard@wv.gov</a> | 304-957-8388 |       |
| Office of Technology   | SMITH, CINDY              | <a href="mailto:Cindy.L.Smith@wv.gov">Cindy.L.Smith@wv.gov</a>               | 304-957-8167 |       |
| PEIA                   | MARCHIO, THOMAS           | <a href="mailto:Thomas.J.Marchio@wv.gov">Thomas.J.Marchio@wv.gov</a>         | 304-558-7850 | 52656 |
| Division of Personnel  | HOLMES, BRIAN             | <a href="mailto:Brian.J.Holmes@wv.gov">Brian.J.Holmes@wv.gov</a>             | 304-558-3950 |       |

|                        |                          |  |              |  |
|------------------------|--------------------------|--|--------------|--|
| Prosecuting Attorney   | LESLIE, AMY              | <a href="mailto:Amy.R.Leslie@wv.gov">Amy.R.Leslie@wv.gov</a>             | 304-558-3348 |  |
| Public Defender        | CLARK, PAM               | <a href="mailto:Pam.R.Clark@wv.gov">Pam.R.Clark@wv.gov</a>               | 304-558-3905 |  |
| Purchasing Division    | JOHNSON, COURTNEY        | <a href="mailto:Courtney.S.Johnson@wv.gov">Courtney.S.Johnson@wv.gov</a> | 304-558-4213 |  |
| Real Estate Division   | EADS, SHELLY             | <a href="mailto:Shelly.R.Eads@wv.gov">Shelly.R.Eads@wv.gov</a>           | 304-558-3062 |  |
| State of WV EEO Office | WELCH, TIA (COORDINATOR) | <a href="mailto:Tia.L.Welch@wv.gov">Tia.L.Welch@wv.gov</a>               | 304-558-0400 |  |
| State of WV EEO Office | Rollins, James A.        | <a href="mailto:James.A.Rollins@wv.gov">James.A.Rollins@wv.gov</a>       | 304-558-0400 |  |

## Department of Commerce

| Agency                        | Coordinator/Counselor                | E-mail Address   | Phone Number | Ext.  |
|-------------------------------|--------------------------------------|--|--------------|-------|
| <b>TOURISM</b>                | <b>DUGAS, MONA<br/>(COORDINATOR)</b> | <a href="mailto:Mona.L.Dugas@wv.gov">Mona.L.Dugas@wv.gov</a>                 | 304-957-9336 |       |
| Development Office            | DUGAS, MONA                          | <a href="mailto:Mona.L.Dugas@wv.gov">Mona.L.Dugas@wv.gov</a>                 | 304-957-9336 |       |
| Division of Forestry          | EDENS, PHYLISS                       | <a href="mailto:Phyliss.J.Edens@wv.gov">Phyliss.J.Edens@wv.gov</a>           | 304-558-2788 | 51765 |
| Division of Forestry          | PARSONS, DARLENE                     | <a href="mailto:Darlene.D.Parsons@wv.gov">Darlene.D.Parsons@wv.gov</a>       | 304-558-2788 | 51778 |
| Division of Labor             | CASTO, WANDA                         | <a href="mailto:Wanda.S.Casto@wv.gov">Wanda.S.Casto@wv.gov</a>               | 304-380-9525 |       |
| Division of Natural Resources | FOUT-TINSLEY, ANDREA                 | <a href="mailto:Andrea.L.FoutTinsley@wv.gov">Andrea.L.FoutTinsley@wv.gov</a> | 304-558-4025 |       |
| Geological & Economic Survey  | HOHN, MICHAEL                        | <a href="mailto:hohn@geosrv.wv.net.edu">hohn@geosrv.wv.net.edu</a>           | 304-594-2331 | 320   |
| Miner's Health Safety         | MCCLURE, THOMAS                      | <a href="mailto:Tom.L.McClure@wv.gov">Tom.L.McClure@wv.gov</a>               | 304-558-1425 | 52179 |
| Workforce West Virginia       | WOLFINGBARGER, JIM                   | <a href="mailto:Jim.L.Wolfingbarger@wv.gov">Jim.L.Wolfingbarger@wv.gov</a>   | 304-558-3501 |       |
| Rehabilitation Services       | GIBSON, KIMBERLY                     | <a href="mailto:Kimberly.E.Gibson@wv.gov">Kimberly.E.Gibson@wv.gov</a>       | 304-356-2044 | 55070 |
| Rehabilitation Services       | JOHNSON, AARON                       | <a href="mailto:Aaron.E.Johnson@wv.gov">Aaron.E.Johnson@wv.gov</a>           | 304-356-2370 |       |

## Department of Art Culture and History

| Agency                   | Coordinator/Counselor                     | E-mail Address   | Phone Number | Ext. |
|--------------------------|---|--|--------------|------|
| Arts, Culture & History  | <b>THOMPSON, ANDREA<br/>(COORDINATOR)</b> | <a href="mailto:Andrea.D.Thompson@wv.gov">Andrea.D.Thompson@wv.gov</a> | 304-558-0220 |      |
| Educational Broadcasting | JOHNSON, JAN                              | <a href="mailto:JJohnson@wvpublic.org">JJohnson@wvpublic.org</a>       | 304-556-4903 |      |
| Library Commission       | RIEBE, DAVID (COORDINATOR)                | <a href="mailto:David.B.Riebe@wv.gov">David.B.Riebe@wv.gov</a>         | 304-558-2041 |      |

## Department of Environmental Protection

| Agency     | Coordinator/Counselor                  | E-mail Address   | Phone Number | Ext. |
|------------|--|--|--------------|------|
| <b>DEP</b> | <b>CARL, CHARLES<br/>(COORDINATOR)</b> | <a href="mailto:Charles.W.Carl@wv.gov">Charles.W.Carl@wv.gov</a> | 304-926-0499 | 1556 |

## Department of Health &amp; Human Resources

| Agency                                      | Coordinator/Counselor         | E-mail Address   | Phone Number                 | Ext.     |
|---|-------------------------------|--|------------------------------|----------|
| DHHR  | WESLEY HENDERSON (Specialist) | <a href="mailto:Wesley.D.Henderson@wv.gov">Wesley.D.Henderson@wv.gov</a>   | 304-558-3313                 |          |
| BCF Region I Harrison                       | CORK, MISTY                   | <a href="mailto:Misty.K.Cork@wv.gov">Misty.K.Cork@wv.gov</a>   | 304-627-2295                 |          |
| BCF Region I<br>Tyler/Wetzel/Marshall       | ACREE, TIFFANY                | <a href="mailto:Tiffany.D.Acree@wv.gov">Tiffany.D.Acree@wv.gov</a>   | 304-455-0920                 |          |
| BCF Region I<br>Ritchie/Pleasants/Doddridge | ROWAN, RHONDA                 | <a href="mailto:Rhonda.K.Rowan@wv.gov">Rhonda.K.Rowan@wv.gov</a>   | 304-643-2934                 | 220      |
| BCF Region I<br>Ohio/Brooke/Hancock         | WELLS, VALERIE A.             | <a href="mailto:Valerie.A.Wells@wv.gov">Valerie.A.Wells@wv.gov</a>   | 304-794-3060                 | 2062     |
| BCF Region I<br>Marion/Monongalia           | THORNE, JUSTIN                | <a href="mailto:Justin.B.Thorne@wv.gov">Justin.B.Thorne@wv.gov</a>   | 304-285-3218                 |          |
| BCF Region I<br>Wood/Calhoun/Gilmer/Wirt    | JUSTICE, WALTER               | <a href="mailto:Walter.C.Justice@wv.gov">Walter.C.Justice@wv.gov</a>   | 304-420-2560                 | 70891    |
| BCF Region I Kanawha                        | HACKNEY, NIKKI & TIM PAULEY   | <a href="mailto:Nikki.A.Hackney@wv.gov">Nikki.A.Hackney@wv.gov</a><br><a href="mailto:Tim.R.Pauley@wv.gov">Tim.R.Pauley@wv.gov</a> | 304-746-2360                 |          |
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| J.M. Chick Buckbee Juvenile Center       | BASH, KAYLA                       | <a href="mailto:Kayla.M.Bash@wv.gov">Kayla.M.Bash@wv.gov</a>                     | 304-496-1341 |      |
| D.R. Kuhn Juvenile Center                | CHARCANDY, TAMMY                  | <a href="mailto:Tammy.F.Charcandy@wv.gov">Tammy.F.Charcandy@wv.gov</a>           | 304-369-2976 |      |
| D.R. Kuhn Juvenile Center                | BALDWIN, TERRY                    | <a href="mailto:Terry.A.Baldwin@wv.gov">Terry.A.Baldwin@wv.gov</a>               | 304-369-2976 |      |
| Kenneth Honey Rubenstein Juvenile Center | SAGACE, MARY                      | <a href="mailto:Mary.L.Sagace@wv.gov">Mary.L.Sagace@wv.gov</a>                   | 304-259-5241 |      |
| Gene Spadaro Juvenile Center             | BOWYER, CRYSTAL                   | <a href="mailto:Crystal.D.Bowyer@wv.gov">Crystal.D.Bowyer@wv.gov</a>             | 304-877-6890 |      |
| James H. "Tiger" Morton Juvenile Center  | FULKS, MARGARET                   | <a href="mailto:Margaret.A.Fulks@wv.gov">Margaret.A.Fulks@wv.gov</a>             | 304-766-2616 |      |
| Lorrie Yeager Jr. Juvenile Center        | CASTO, CELESTE                    | <a href="mailto:Celeste.B.Casto@wv.gov">Celeste.B.Casto@wv.gov</a>               | 304-420-4860 |      |
| Robert Shell Juvenile Center             | HICKS, MARK                       | <a href="mailto:Mark.G.Hicks@wv.gov">Mark.G.Hicks@wv.gov</a>                     | 304-948-2190 |      |
| Ronald Mulholland Juvenile Center        | VACANT                            |  | 304-232-3441 |      |
| Sam Perdue Juvenile Center               | MCGRAW, LISA                      | <a href="mailto:Lisa.A.McGraw@wv.gov">Lisa.A.McGraw@wv.gov</a>                   | 304-425-9721 |      |
| Vickie Douglas Juvenile Center           | DODSON, BRANDON                   | <a href="mailto:Brandon.C.Dodson@wv.gov">Brandon.C.Dodson@wv.gov</a>             | 304-267-0164 |      |

## Public Service Commission

| Agency                    | Coordinator/Counselor             | E-mail Address   | Phone Number | Ext. |
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| Public Service Commission | JACKSON, BELINDA<br>(COORDINATOR) | <a href="mailto:bjackson@psc.state.wv.us">bjackson@psc.state.wv.us</a>         | 304-340-0497 |      |
| Public Service Commission | MOTTESHEARD, JOHN                 | <a href="mailto:jmottesheard@psc.state.wv.us">jmottesheard@psc.state.wv.us</a> | 304-340-0399 |      |

## Department of Revenue

| Agency                                  | Coordinator/Counselor                  | E-mail Address   | Phone Number | Ext. |
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| Revenue                                 | HUGHES, DEBBIE<br>(ACTING COORDINATOR) | <a href="mailto:Debbie.M.Hughes@wv.gov">Debbie.M.Hughes@wv.gov</a> | 304-558-6279 | 1212 |
| Budget Office                           | SCRUGGS, TAMMY                         | <a href="mailto:Tammy.L.Scruggs@wv.gov">Tammy.L.Scruggs@wv.gov</a> | 304-558-5889 |      |
| Alcohol Beverage Control Administration | WENSIL, LISA                           | <a href="mailto:Lisa.B.Wensil@wv.gov">Lisa.B.Wensil@wv.gov</a>     | 304-356-5551 |      |
| Lottery/DFI                             | BALL, AMBERLY                          | <a href="mailto:ABall@wvlottery.com">ABall@wvlottery.com</a>       | 304-558-0500 |      |
| Lottery/DFI                             | WHITLEY, KRISTI                        | <a href="mailto:KWhitley@wvlottery.com">KWhitley@wvlottery.com</a> | 304-558-0500 |      |
| Insurance Commission                    | MULLINS, KATHRYN                       | <a href="mailto:Kathryn.Mullins@wv.gov">Kathryn.Mullins@wv.gov</a> | 304-558-6279 |      |

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| Municipal Bond Commission | ROGERS, SARA          | <a href="mailto:Sara.L.Rogers@wv.gov">Sara.L.Rogers@wv.gov</a>       | 304-558-3971 |      |
| Office of Tax Appeals     | LEE, STEPHEN          | <a href="mailto:Slee@wvota.gov">Slee@wvota.gov</a>                   | 304-558-1666 |      |
| Racing Commission         | CARNEFIX, BECKY       | <a href="mailto:Becky.G.Carnefix@wv.gov">Becky.G.Carnefix@wv.gov</a> | 304-558-2150 |      |
| Tax Department            | MORRISON, JAMES       | <a href="mailto:James.B.Morrison@wv.gov">James.B.Morrison@wv.gov</a> | 304-558-8533 |      |
| Tax Department            | DUVALL, LINDSEY       | <a href="mailto:Lindsey.M.Duvall@wv.gov">Lindsey.M.Duvall@wv.gov</a> | 304-558-0762 |      |
| Tax Department            | EDENS, MARTHA         | <a href="mailto:Martha.F.Edens@wv.gov">Martha.F.Edens@wv.gov</a>     | 304-558-3204 |      |
| Tax Department            | PAYNE, TRAVIS         | <a href="mailto:Travis.L.Payne@wv.gov">Travis.L.Payne@wv.gov</a>     | 304-558-3940 |      |

#### Department of Transportation

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| <i>DOH Central HQ</i>                 | MEANS, VICKY                              | <a href="mailto:Vicky.L.Means@wv.gov">Vicky.L.Means@wv.gov</a>               | 304-558-3111        |      |
| District 1 EEO COORDINATOR            | PARSONS, SHARI                            | <a href="mailto:Shari.M.Parsons@wv.gov">Shari.M.Parsons@wv.gov</a>           | 304-356-3774        |      |
| District 2 EEO COORDINATOR            | DEMPSEY, KATHLEEN                         | <a href="mailto:Kathleen.C.Dempsey@wv.gov">Kathleen.C.Dempsey@wv.gov</a>     | 304-528-5901        |      |
| District 3 EEO COORDINATOR            | BUFFINGTON, BRIDGET                       | <a href="mailto:Bridget.M.Buffington@wv.gov">Bridget.M.Buffington@wv.gov</a> | 304-420-4595        |      |
| District 4 EEO COORDINATOR            | VANPELT, JUDY                             | <a href="mailto:Judy.C.VanPelt@wv.gov">Judy.C.VanPelt@wv.gov</a>             | 304-842-1500        |      |
| District 5 EEO COORDINATOR            | STAGGERS, LESLIE                          | <a href="mailto:Leslie.S.Staggers@wv.gov">Leslie.S.Staggers@wv.gov</a>       | 304-289-3521        |      |
| District 6 EEO COORDINATOR            | CROW, MANDY                               | <a href="mailto:Mandy.L.Crow@wv.gov">Mandy.L.Crow@wv.gov</a>                 | 304-843-4025        |      |
| District 7 EEO COORDINATOR            | PALAGINO, CINDY                           | <a href="mailto:Cynthia.J.Palagino@wv.gov">Cynthia.J.Palagino@wv.gov</a>     | 304-269-8905        |      |
| District 8 EEO COORDINATOR            | BROSCHART, ANGELA                         | <a href="mailto:Angela.L.Broschart@wv.gov">Angela.L.Broschart@wv.gov</a>     | 304-637-0220        |      |
| District 9 EEO COORDINATOR            | COOK, BRANDON                             | <a href="mailto:Brandon.J.Cook@wv.gov">Brandon.J.Cook@wv.gov</a>             | 304-647-7824        |      |
| District 10 EEO COORDINATOR           | SHREWSBURY, KRISTEN                       | <a href="mailto:Kristen.M.Shrewsbury@wv.gov">Kristen.M.Shrewsbury@wv.gov</a> | 304-487-5240        |      |
| Motor Vehicles EEO COORDINATOR        | GRACESON, CATHY                           | <a href="mailto:Catherine.J.Graceson@wv.gov">Catherine.J.Graceson@wv.gov</a> | 304-926-6833        |      |
| Public Transit EEO COORDINATOR        | FISH, CINDY                               | <a href="mailto:Cindy.E.Fish@wv.gov">Cindy.E.Fish@wv.gov</a>                 | 304-558-0428        |      |
| Port Auth. EEO COORDINATOR            | VANCY, CHARLES                            | <a href="mailto:Charles.N.Vance@wv.gov">Charles.N.Vance@wv.gov</a>           | 304-558-0330        |      |
| Rail Auth. EEO COORDINATOR            | BUTLER, CINDY                             | <a href="mailto:Cindy.K.Butler@wv.gov">Cindy.K.Butler@wv.gov</a>             | 304-538-2305        |      |
| WV Parkways Authority EEO COORDINATOR | LILLY, SHERRIE                            | <a href="mailto:SLilly@wvturnpike.com">SLilly@wvturnpike.com</a>             | 304-926-1900        |      |

## Miscellaneous Agencies

| Agency  | Coordinator/Counselor                | E-mail Address   | Phone Number | Ext. |
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| Bureau of Senior Services                             | ROGERS, MONICA<br>(COORDINATOR)      | <a href="mailto:Monica.C.Rogers@wv.gov">Monica.C.Rogers@wv.gov</a>                     | 304-558-3317 |      |
| FBI   |                                      |  |              |      |
| Higher Education Policy Commission                    | HUMPHRIES, PATRICIA<br>(COORDINATOR) | <a href="mailto:Patricia.Humphries@wvhepc.edu">Patricia.Humphries@wvhepc.edu</a>       | 304-558-2104 | 262  |
| WV Northern Community College                         | CARMICHAEL, PEGGY                    | <a href="mailto:PCarmichael@wvncc.edu">PCarmichael@wvncc.edu</a>                       | 304-214-8901 |      |
| Housing Development                                   | MASON, MARY                          | <a href="mailto:MMason@wvhdf.com">MMason@wvhdf.com</a>                                 | 304-345-6475 |      |
| Investment Management Board                           | JONES, MATTHEW E.                    | <a href="mailto:Matti@wvimb.org">Matti@wvimb.org</a>                                   | 304-345-2672 |      |
| Mountwest Community & Technical College               | SHAMBLIN, MESA                       | <a href="mailto:Shamblinm@mctc.edu">Shamblinm@mctc.edu</a>                             | 304-710-3501 |      |
| School Building Authority                             | CHAPMAN, SUE                         | <a href="mailto:Sue.G.Chapman@wv.gov">Sue.G.Chapman@wv.gov</a>                         | 304-558-2541 |      |
| Secretary of State                                    | BARKER, DELILAH                      | <a href="mailto:DBarker@wvsos.com">DBarker@wvsos.com</a>                               | 304-558-6000 |      |
| Senate Clerk  | CASSIS, LEE                          | <a href="mailto:Lee.Cassis@wvsenate.gov">Lee.Cassis@wvsenate.gov</a>                   | 304-357-7508 |      |
| State Bar   | CASEY, ANITA                         | <a href="mailto:Caseya@wvbar.org">Caseya@wvbar.org</a>                                 | 304-558-7993 |      |
| Supreme Court of Appeals                              | WISMAN, JULIANNE                     | <a href="mailto:Julianne.Wisman@courtswv.gov">Julianne.Wisman@courtswv.gov</a>         | 304-558-0145 |      |
| Supreme Court of Appeals                              | LOFTUS, SARAH<br>(COORDINATOR)       | <a href="mailto:Sarah.Loftus@courtswv.gov">Sarah.Loftus@courtswv.gov</a>               | 304-558-0145 |      |
| Treasurer's Office                                    | TAYLOR, BLAIR                        | <a href="mailto:Blair.Taylor@wvsto.com">Blair.Taylor@wvsto.com</a>                     | 304-558-5000 |      |
| Veterans Assistance                                   | COLLINS, SUE (COORDINATOR)           | <a href="mailto:Sue.B.Collins@wv.gov">Sue.B.Collins@wv.gov</a>                         | 304-558-3661 |      |
| Veterans Assistance                                   | LYONS, MIKE                          | <a href="mailto:Mike.C.Lyons@wv.gov">Mike.C.Lyons@wv.gov</a>                           | 304-558-3661 |      |
| Veterans Nursing Facility                             | HEDRICK, PAM                         | <a href="mailto:Pamela.L.Hedrick@wv.gov">Pamela.L.Hedrick@wv.gov</a>                   | 304-626-1600 | 2044 |
| Administration/Field Offices                          |                                      |  | 304-558-3661 |      |
| West Virginia University                              | SLAVENSKY, ELIZABETH<br>(INTERIM)    | <a href="mailto:Elizabeth.Slavensky@mail.wvu.edu">Elizabeth.Slavensky@mail.wvu.edu</a> | 304-293-3073 |      |
| Council for Community and Technical College Education | HUMPHRIES, PATRICIA<br>(COORDINATOR) | <a href="mailto:Patricia.Humphries@wvhepc.edu">Patricia.Humphries@wvhepc.edu</a>       | 304-558-2104 | 262  |
| Department of Education                               | WOLFORD, TARAN<br>(COORDINATOR)      | <a href="mailto:Taran.wolford@k12.wv.us">Taran.wolford@k12.wv.us</a>                   | 304-558-2702 |      |
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